

IP&R Framework

Fees and Charges

2024 to 2025



Council charges and recovers approved fees for any services it provides — all fees are outlined in our schedule of fees and charges.



PORT STEPHENS
COUNCIL

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Pricing Policy

Sections 608-610 of the Local Government Act 1993 authorise Council to charge and recover fees for any service it provides apart from services for which the charging of a fee is prohibited. Council may waive all or part of a fee unless it is a fee regulated directly by the State Government. In determining whether a fee should be charged for a service Council will consider a number of principles, firstly, whether the service provides a public benefit or a private benefit.

A 'public' service is one where there is a general benefit to the community and where there is limited opportunity of collecting a fee, for example, roads and parks.

A 'private' service is one which provides a discernible private benefit to persons and which offers an opportunity of collecting a fee, for example processing a rezoning application. Where a service generates a private benefit then recovery of costs through a fee is appropriate.

Pricing Methods

Fees and charges made by Council will be classified according to the pricing structures as outlined below. Full cost pricing will apply to all of Council's fees and charges, except in the circumstances outlined in the alternative pricing structures.

Full cost pricing

Council will recover all direct and indirect costs of the service (including on-costs, overheads and depreciation of assets employed).

Partial cost pricing

Council will recover less than the full cost (as defined above).

Partial cost pricing may be used if shared benefits are derived from the provision of the service that accrue to the community as a whole as well as to individual users. It may also be applied where charging full cost recovery pricing will result in widespread evasion.

The price structure may also be used to stimulate demand for a service in the short term, although foregoing full cost recovery must be for a defined term only.

Statutory pricing

The price of this service is determined by legislation and dependent on that price, Council may or may not recover its full costs, but has no discretion to do so.

The release date for statutory fees and charges varies dependent on the governing body and often does not align with Council's time frame for releasing its fees and charges each year, in this instance Council will endeavor to update the fee or charge once pricing for the relevant period is made available.

Statutory fees and charges are not required to follow the same approval process as other fees and charges as Council is not responsible for setting the price.

Pricing Methods (continued)

Market pricing

The price of the service is determined by examining alternative prices of surrounding service providers (this also may or may not recover the full cost of the service).

This pricing structure should apply in cases where the service is in competition with that provided by another council, agency or commercial provider and there is consequent pressure to set a price that will attract adequate usage of the service.

Market pricing should also apply where a service is predominantly provided for Council's in- house use, but sale to external markets will defray costs.

Free (zero priced)

Some services may be provided free of charge and the whole cost determined as a community service obligation and may fall within the class of a public good. This price structure may be used where the services provide a broad community benefit; and/or it is impractical or inconceivable to charge for the service on a user basis.

This price structure may also apply where the service is a minor part of the overall operation of Council and the potential for revenue is minimal.

Name	Description	Year 23/24	Year 24/25		Unit	Legislation	Pricing Policy
		Fee (incl. GST)	Fee (excl. GST)	GST			

Port Stephens Council

Administration Services

Administration Fees

Facsimile charge – incoming (first page)		\$8.00	\$7.73	\$0.77	\$8.50	Per page	Market pricing
Facsimile charge – incoming (additional pages)		\$2.40	\$2.36	\$0.24	\$2.60	Per page	Market pricing
Facsimile charge – outgoing Australia (first page)		\$6.30	\$6.09	\$0.61	\$6.70	Per page	Market pricing
Facsimile charge – outgoing Australia (additional pages)		\$2.40	\$2.36	\$0.24	\$2.60	Per page	Market pricing
Facsimile charge – outgoing international (first page)		\$10.80	\$10.36	\$1.04	\$11.40	Per page	Market pricing
Facsimile charge – outgoing international (additional pages)		\$3.50	\$3.36	\$0.34	\$3.70	Per page	Market pricing

Advertising Spaces

Bus Shelter Panels

Installation or removal of advertising	Installation or removal of the advertising panel on the bus shelter by Council staff	\$391.00	\$375.45	\$37.55	\$413.00	Per Panel	Full cost pricing
Economy Panel 1-2 panels	An advertising space that provides a combination of low exposure panels along lower trafficked roads. Best suited to the marketer on a tight budget.	\$92.00	\$88.18	\$8.82	\$97.00	Monthly per panel	Full cost pricing
Economy Panel 3+ panels	Discounted rate for multiple panels	\$82.50	\$79.09	\$7.91	\$87.00	Monthly per panel	Full cost pricing

Name	Description	Year 23/24	Year 24/25			Unit	Legislation	Pricing Policy
		Fee (incl. GST)	Fee (excl. GST)	GST	Fee (incl. GST)			

Bus Shelter Panels [continued]

Premium Panel 1-2 panels	A mix of panel exposures affixed to shelters on an assortment of trafficked roads. A popular choice amongst many advertisers.	\$110.00	\$105.45	\$10.55	\$116.00	Monthly per panel	Full cost pricing
Premium Panel 3+ panels	Discounted rate for multiple panels	\$98.50	\$94.55	\$9.45	\$104.00	Monthly per panel	Full cost pricing
Platinum Panel 1-2 panels	Our highest exposure panels on roads that receive moderate to very high traffic volumes. For those looking to make a substantial marketing impact.	\$128.50	\$123.18	\$12.32	\$135.50	Monthly per panel	Full cost pricing
Platinum Panel 3+ panels	Discounted rate for multiple panels.	\$116.50	\$111.82	\$11.18	\$123.00	Monthly per panel	Full cost pricing
Not for profit organisation	Advertising panel space where panel is vacant (not for profit organisation only)	\$0.00	\$0.00	\$0.00	\$0.00		Free (zero priced)

Contractor Management

Replacement of PSC Contractor Verification card		\$27.00	\$25.91	\$2.59	\$28.50	Per item	Full cost pricing
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Document Storage Service

HSC Exam Storage Service		\$296.50	\$284.55	\$28.45	\$313.00	Per item	Market pricing
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Name	Description	Year 23/24	Year 24/25			Unit	Legislation	Pricing Policy
		Fee (incl. GST)	Fee (excl. GST)	GST	Fee (incl. GST)			

Financial Management

Tenders

Expression of Interest	Minimum fee Available free on web	\$67.00	\$71.00	\$0.00	\$71.00	Per tender		Full cost pricing
Standard Tender	Minimum fee Available free on web	\$67.00	\$71.00	\$0.00	\$71.00	Per tender		Full cost pricing
Regulated Tenders	Minimum fee Available free on web	\$67.00	\$71.00	\$0.00	\$71.00	Per tender		Full cost pricing
Complex Tenders	Minimum fee Available free on web	\$92.00	\$97.00	\$0.00	\$97.00	Per tender		Full cost pricing

Payment Processing

Credit Card Fees	Applicable to payments made by credit card GST applies to the fee if the original item/ service supplied is taxable		Up to 1% of transaction value				Reserve Bank of Australia Standard No. 2 Merchant Pricing for Credit Card Purchases	Full cost pricing
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Government Information Public Access

Formal Application

Formal application fee – individual	Application fee by a natural person about their personal affairs or other person Subject to 50% reduction for financial hardship and public interest reasons	\$30.00	\$30.00	\$0.00	\$30.00	Per application	Government Information (Public Access) Act 2009	Statutory pricing
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Name	Description	Year 23/24	Year 24/25			Unit	Legislation	Pricing Policy
		Fee (incl. GST)	Fee (excl. GST)	GST	Fee (incl. GST)			

Formal Application [continued]

Formal application fee – corporation		\$30.00	\$30.00	\$0.00	\$30.00	Per application	Government Information (Public Access) Act 2009	Statutory pricing
Formal application processing fee	Processing charge payable by a natural person about their personal affairs Charged per hour after first 20 hours for an individual, or if about another person or body, the fee is per hour. Subject to 50% reduction for financial hardship and public interest reasons	\$30.00	\$30.00	\$0.00	\$30.00	Per application	Government Information (Public Access) Act 2009	Statutory pricing
Formal application: Internal Review – application fee	No additional processing fee applies after receipt Subject to 50% reduction for financial hardship and public interest reasons	\$40.00	\$40.00	\$0.00	\$40.00	Per review	Government Information (Public Access) Act 2009	Statutory pricing

Informal Request

Informal Request Fee	No processing fee applies. Note: Photocopying charges may apply.	\$0.00	\$0.00	\$0.00	\$0.00		Government Information (Public Access) Act 2009	Statutory pricing
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Name	Description	Year 23/24	Year 24/25		Unit	Legislation	Pricing Policy
		Fee (incl. GST)	Fee (excl. GST)	GST			

Information Privacy

Applications

Amendment of records		\$0.00	\$0.00	\$0.00	\$0.00	Privacy and Personal Information Protection Act 1998	Statutory pricing
Application fee for private information – not related to health records	Photocopy charges will apply	\$0.00	\$0.00	\$0.00	\$0.00	Privacy and Personal Information Protection Act 1998	Free (zero priced)

Leases/Licenses

Property Licenses

Key Bond	One off fee charged upon the commencement of the lease/licence, refundable upon the return of the key(s) at the end of the lease/licence agreement	\$50.00	\$50.00	\$0.00	\$50.00		Market pricing
Additional or replacement key	as required	\$0.00	\$50.00	\$0.00	\$50.00		Market pricing
Licence Administration fee – commercial/corporate	Applicable once per licence term, exclusive of licence fees which are subject to market assessment. Preparation fee being payable upfront and non-refundable.	\$889.00	\$938.00	\$0.00	\$938.00		Market pricing
Lease/ Licence Amendment Fee - Commercial agreements	Preparation fee for variations, transfers/ assignments - non-refundable	\$550.00	\$550.00	\$0.00	\$550.00		Market pricing

Name	Description	Year 23/24	Year 24/25			Unit	Legislation	Pricing Policy
		Fee (incl. GST)	Fee (excl. GST)	GST	Fee (incl. GST)			

Property Licenses [continued]

Licence Fee - Annually	Fee payable annually for licence term	Commercial fee subject to market assessment				Per year		Market pricing
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Part A Residential Stratum Structure

Licence preparation costs	Residential structures at stratum level over Council land, roads and road reserves	\$1,780.00	\$1,880.00	\$0.00	\$1,880.00			Market pricing
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Part B Commercial Stratum Structure Licence

Awnings supported by posts at ground level and like structures at stratum level over Council land, roads and road reserves	Fee applicable annually Required to have Port Stephens Council noted in the certificate of currency	\$3,560.00	\$3,755.00	\$0.00	\$3,755.00	Per year		Market pricing
Balcony utilised for commercial activities e.g. seating/entertainment areas of restaurant	Required to have Port Stephens Council noted in the certificate of currency	Commercial fee subject to market assessment						Market pricing
Cantilevered Awnings and like structures at stratum level over Council land, roads and road reserves	Fee applicable once per licence Required to have Port Stephens Council noted in the certificate of currency	\$3,560.00	\$3,755.00	\$0.00	\$3,755.00			Market pricing

Legal Services

Subpoena

Subpoena to give evidence		Ordinary salary of Council Officer and any additional expenses associated with attendance at Court may be required to be paid						Full cost pricing
Subpoena to produce documents	Conduct money – includes first hour processing	\$135.50	\$135.50	\$0.00	\$135.50			Full cost pricing

Name	Description	Year 23/24	Year 24/25		Unit	Legislation	Pricing Policy
		Fee (incl. GST)	Fee (excl. GST)	GST			

Subpoena [continued]

Subpoena to produce documents	Late fee - less than 7 workings days before production required (charged in addition to conduct money)	\$110.00	\$135.00	\$0.00	\$135.00			Full cost pricing
Subpoena to produce documents	Hourly fee for processing - Non-legally qualified staff	\$58.00	\$61.50	\$0.00	\$61.50	Per hour	Local Government Act 1993 Sections 608-610	Full cost pricing
Subpoena to produce documents	Hourly fee for processing - Legally qualified staff	\$0.00	\$121.50	\$0.00	\$121.50	Per hour	Local Government Act 1993 Sections 608-610	Full cost pricing
Subpoena to produce documents	Photocopying	Refer to charges under photocopying						Full cost pricing
Subpoena to produce documents	Provision of documents saved to electronic media, i.e. CD/DVD/USB (per 8GB)	\$10.80	\$11.40	\$0.00	\$11.40			Full cost pricing
Subpoena to produce documents	Provision of documents electronically via email or drop box (when possible)	Photocopying charges for documents where printing is required before saving electronically for production. Balance of documentation which does not require printing – nil charge only time spent						Full cost pricing

Licences

Commercial Operator's Licence – Water/Land Activities – Category 1

Category 1 Location: Shoal Bay Foreshore Boat Ramp (A), Shoal Bay Foreshore Adjacent Public Wharf (B), Shoal Bay Beach Road Adjacent Harbourside Haven (C), Shoal Bay Foreshore at intersection of Harwood Avenue and Beach Road (D), Nelson Bay Foreshore on Victoria Parade adjacent to Kiosk and Carpark, Nelson Bay Foreshore on Victoria Parade adjacent Fly Point amenities. These locations are suitable for example for Catamarans, Paddle Boarding, Kayaking, and other tourism and adventure activities.

Category 1 Location: Fly Point (suitable as dive site), Nelson Bay Foreshore on Victoria Parade adjacent to kiosk and carpark (bike hire and tours)

Name	Description	Year 23/24	Year 24/25			Unit	Legislation	Pricing Policy
		Fee (incl. GST)	Fee (excl. GST)	GST	Fee (incl. GST)			

Commercial Operator's Licence – Water/Land Activities – Category 1 [continued]

Administration fee	Establishment and management of licence Payable once at the commencement or recommencement of a licence	\$840.00	\$886.00	\$0.00	\$886.00	Per licence	Market pricing
Licence fee	Annual fee	\$3,470.00	\$3,660.00	\$0.00	\$3,660.00	Per licence	Market pricing
Licence fee	Annual fee	Commercial operators earning revenue above \$52,000 per annum after the first 12 months, at Councils discretion will be subject to an independent market rent review. All commercial operators are to provide audited financial statements to council by 30th September each year.				Per licence	Market pricing

Commercial Operator's Licence – Water/Land Activities – Category 2

Category 2 Location: Birubi Beach, Fingal Beach (A), Fingal Beach (B), One Mile Beach. These locations are suitable for example for Surf School, other tourism, adventure and beach activities.

Category 2 Location: Dutchman's Beach 1, Dutchman's Beach 2, Fitzgerald Bridge Boat Ramp, Roy Wood Reserve. These locations are suitable for example for Catamarans, Paddle Boarding, Kayaking, other tourism and adventure activities.

Administration fee	Establishment and management of licence Payable one at the commencement or recommencement of a licence	\$840.00	\$886.00	\$0.00	\$886.00	Per licence	Market pricing
Licence fee	Annual fee	\$2,350.00	\$2,480.00	\$0.00	\$2,480.00	Per licence	Market pricing
Licence fee	Annual fee	Commercial Operators earning revenue above \$52,000 per annum after the first 12 months, at Councils discretion will be subject to an independent market rent review. All Commercial Operators are to provide audited financial statements to council by 30th September each year.				Per licence	Market pricing

Name	Description	Year 23/24	Year 24/25			Unit	Legislation	Pricing Policy
		Fee (incl. GST)	Fee (excl. GST)	GST	Fee (incl. GST)			

Commercial Operator's Licence – Water/Land Activities – Category 3

Category 3 Location: Fisherman's Bay Foreshore Reserve, Bagnall Beach Foreshore adjacent Pantawarra Street, Caswell Reserve, George's Reserve, Forster Park Foreshore, Peace Park Boat Ramp, Taylors Beach.

These locations are suitable for example for Catamarans, Paddle Boarding, Kayaking, and other tourism and adventure activities.

Category 3 Location: Bagnall Beach Foreshore adjacent Pantawarra Street. This location is suitable for example for Bike hire and tours.

Administration fee	Establishment and management of licence Payable once at the commencement or recommencement of a licence	\$840.00	\$886.00	\$0.00	\$886.00	Per licence	Market pricing
Licence fee	Annual fee	\$1,795.00	\$1,895.00	\$0.00	\$1,895.00	Per licence	Market pricing
Licence fee	Annual fee	Commercial Operators earning revenue above \$52,000 per annum after the first 12 months, at Councils discretion will be subject to an independent market rent review. All Commercial Operators are to provide audited financial statements to council by 30th September each year.				Per licence	Market pricing

Commercial Operator's Licence – Land-based Activities

The following sites are suitable for example for Boot Camps, Personal Training, Tai Chi, Pilates, and other suitable Fitness activities: Birubi Beach, Robinson Reserve, Conroy Park, Fingal Bay Foreshore Reserve, Fingal Bay Oval, Fingal Beach (A), Fingal Beach (B) Boat ramp end, Tom O Dwyer Oval, Fisherman's Bay Park, Hinton Foreshore, Stuart Park, Aliceton Reserve, Lionel Morton Oval, Kooindah Park, Mallabula Sports Complex, Boyd Oval, Coachwood Drive Reserve 2, Ferodale Sports Park, Kindlebark Oval, Yulong Oval, Bill Strong Oval, Dutchman's Beach Reserve, Fly Point Reserve, Little Beach Reserve, Neil Carroll Park, Tomaree Sports Complex, One Mile Beach, Alton Park Reserve, Boomerang Park, King Park Sports Complex, Lakeside Reserve 2, Lakeside Reserve 3, Lakeside Sports Complex, Ross Walbridge Reserve, Vi Barnett Oval, Bagnall Beach Road Detention Basin, Joe Redman Reserve, Korora Oval, Salamander Sports Complex, Brandon Park, Seaham Park, Everitt Park, Bowthorne Park.

Administration fee	Establishment and management of licence Payable once at the commencement or recommencement of a licence	\$230.00	\$242.50	\$0.00	\$242.50	Per licence	Market pricing
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Name	Description	Year 23/24	Year 24/25			Unit	Legislation	Pricing Policy
		Fee (incl. GST)	Fee (excl. GST)	GST	Fee (incl. GST)			

Commercial Operator's Licence – Land-based Activities [continued]

Licence fee	One to three sites. Maximum 3 sites per licence	\$770.00	\$812.00	\$0.00	\$812.00	Per licence	Market pricing
Licence fee	Annual fee	Commercial Operators earning revenue above \$52,000 per annum after the first 12 months, at Councils discretion will be subject to an independent market rent review. All Commercial Operators are to provide audited financial statements to council by 30th September each year.				Per licence	Market pricing

Commercial Operator's Market Licence – More than 4 times per year

Administration fee	Establishment and management of licence – Markets Payable once, at the commencement or recommencement of a licence	\$230.00	\$242.50	\$0.00	\$242.50	Per licence	Market pricing
Licence fee	Annual fee	\$3,470.00	\$3,660.00	\$0.00	\$3,660.00	Per licence	Market pricing
Licence fee	Annual fee	Commercial Operators earning revenue above \$52,000 per annum after the first 12 months, at Councils discretion will be subject to an independent market rent review. All Commercial Operators are to provide audited financial statements to council by 30th September each year.				Per licence	Market pricing

Commercial Operator's Not for Profit Licence

Administration Fee	Establishment and management of licence	\$230.00	\$242.50	\$0.00	\$242.50	Per licence	Partial cost pricing
Licence fee	Fee determined upon application	Fee determined upon application Licence and Admin fee subject to % discount based on review of weighting criteria by Council review panel				Per licence	Partial cost pricing

Name	Description	Year 23/24	Year 24/25			Unit	Legislation	Pricing Policy
		Fee (incl. GST)	Fee (excl. GST)	GST	Fee (incl. GST)			

Commercial Operator's Mobile Food/Retail Licence & Permit

Administration Fee	Mobile food/retail operators under licence agreement	\$230.00	\$242.50	\$0.00	\$242.50	Per licence	Market pricing
Licence Fee	Annual fee	\$770.00	\$812.00	\$0.00	\$812.00	Per licence	Market pricing
Licence fee	Annual fee	Commercial Operators earning revenue above \$52,000 per annum after the first 12 months, at Councils discretion will be subject to an independent market rent review. All Commercial Operators are to provide audited financial statements to council by 30th September each year.				Per licence	Market pricing
Mobile Food Vendor Permit Fee - Mobile Food Vans & Vehicles and Temporary Food Stalls with cooking amenities	Establishment and management of permit for temporary food business operating on council land. Permit valid for five (5) years	\$230.00	\$242.50	\$0.00	\$242.50	Per licence	Market pricing
Mobile Food Vendor Permit Fee - Not For Profit Organisation	Establishment and management of permit for temporary food business operating on council land. Permit valid for five (5) years	\$0.00	\$115.00	\$0.00	\$115.00	Per Licence	Market pricing

Commercial Operator's - Additional Fees

Electrical Usage Charge

Ongoing use of Council Supplied Power for Commercial Benefit

Electrical Inspection Charge		\$370.00	\$336.36	\$33.64	\$370.00	Per Inspection	Market pricing
Electrical Usage Charge Tier 1	Everyday use of Council Power Source	\$0.00	\$861.82	\$86.18	\$948.00	Per Year	Market pricing
Electrical Usage Charge Tier 2	Weekly use of Council Power Source	\$0.00	\$459.09	\$45.91	\$505.00	Per Year	Market pricing
Electrical Usage Charge Tier 3	Monthly use of Council Power Source	\$0.00	\$263.18	\$26.32	\$289.50	Per Year	Market pricing

Name	Description	Year 23/24	Year 24/25			Unit	Legislation	Pricing Policy
		Fee (incl. GST)	Fee (excl. GST)	GST	Fee (incl. GST)			

Commercial Operator's - Additional Fees [continued]

Electrical Usage Charge Tier 4	Sporadic or once off use of Council Power Source	\$0.00	\$65.91	\$6.59	\$72.50	Per Year		Market pricing
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Liquor Licences

Liquor Licence Application Search Fee		\$130.50	\$138.00	\$0.00	\$138.00	Per search		Market pricing
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Property Licences

Licence Fee. Community or Crown Land	Minimum Fee for Community Groups or Crown Land Licenses.	\$770.00	\$770.00	\$0.00	\$770.00			Market pricing
Lease Fee. Community or Crown Land		Fee determined upon application.						Market pricing
Licence Administration - Community Licences	Minimum Administration Fee for establishment and management of licence.	\$230.00	\$242.50	\$0.00	\$242.50			Market pricing

Outdoor Trading

Application for permit or right to place advertising sign or alfresco street dining on part of footway adjacent to the shop	No fee – due to council resolution	\$0.00	\$0.00	\$0.00	\$0.00	Per application		Full cost pricing
Annual rental for permit or right to place advertising sign or clothes rack etc. on part of footway adjacent to the shop	No fee – due to council resolution	\$0.00	\$0.00	\$0.00	\$0.00	Per year or part thereof		Full cost pricing
Additional space	No fee – due to council resolution	\$0.00	\$0.00	\$0.00	\$0.00	Per square metre		Full cost pricing

Parking

Smart Parking Meters

15 Minutes Park Free	Parking sessions 15 minutes or less are free	\$0.00	\$0.00	\$0.00	\$0.00		Road Transport Act 2013	Market pricing
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Name	Description	Year 23/24	Year 24/25			Unit	Legislation	Pricing Policy
		Fee (incl. GST)	Fee (excl. GST)	GST	Fee (incl. GST)			

Smart Parking Meters [continued]

Parking meter relocation/removal	Parking meter relocation/removal	\$0.00	\$1,772.73	\$177.27	\$1,950.00	Per meter		Market pricing
Parking meter replacement		Full recovery of all costs to Council - Quote to be provided upon request				Per meter		Full cost pricing
Smart Parking Meter Fee	No fee for holders of Smart Parking Permit.	\$4.50	\$4.09	\$0.41	\$4.50	Per Hour	Road Transport Act 2013	Market pricing
Smart Parking Permit	All ratepayers and residents of Port Stephens Local Government Area, and employees of business within the metered parking scheme zone are eligible.	\$0.00	\$0.00	\$0.00	\$0.00		Road Transport Act 2013	Market pricing
Smart Parking Permit - Non-LGA Business Permit	For businesses located outside Port Stephens Council Local Government Area who regularly work in and around metered parking scheme zones	\$150.00	\$150.00	\$0.00	\$150.00	Per vehicle		Market pricing
Temporary closure of parking space to accommodate events	Temporary closure of parking space to accommodate events	\$0.00	\$22.73	\$2.27	\$25.00	per meter per day, or part of		Market pricing

Payments Management

Cheque Dishonour (cheque paid directly to Council)	Not applied where bank response is "customer deceased". For fee exemptions refer to Debt Recovery and Hardship Policy.	\$30.00	\$32.00	\$0.00	\$32.00	Per occurrence	Local Government Act 1993 Section 608	Full cost pricing
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Name	Description	Year 23/24	Year 24/25			Unit	Legislation	Pricing Policy
		Fee (incl. GST)	Fee (excl. GST)	GST	Fee (incl. GST)			

Payments Management [continued]

Cheque Dishonour (cheque paid via collection agent)	Not applied where bank response is "customer deceased". For fee exemptions refer to Debt Recovery and Hardship Policy.	\$30.00	\$32.00	\$0.00	\$32.00	Per occurrence	Local Government Act 1993 Section 608	Full cost pricing
Direct Debit Dishonour	Not applied where bank response is "customer deceased". For fee exemptions refer to Debt Recovery and Hardship Policy.	\$30.00	\$32.00	\$0.00	\$32.00	Per occurrence	Local Government Act 1993 Section 608	Full cost pricing
Refund Fee	GST applies to the fee if the original item/ service supplied is taxable.	\$28.50	\$30.50	\$0.00	\$30.50	Per refund	Local Government Act 1993 Section 608	Full cost pricing

Port Stephens Council Internal Staff Catering

Toasted Sandwiches	Subject to filling	Price between \$4.00 to \$8.00					Market pricing
Discount for BYO cup		\$0.20	\$0.18	\$0.02	\$0.20		Market pricing
Coffee	Small – Soy milk & syrups extra \$0.50 including GST	\$4.40	\$4.09	\$0.41	\$4.50	Each	Market pricing
Coffee	Regular – Soy milk and syrup extra \$0.50 including GST	\$4.90	\$4.55	\$0.45	\$5.00	Each	Market pricing
Coffee	Large – Soy milk and syrups extra \$0.50 including GST	\$5.10	\$4.73	\$0.47	\$5.20	Each	Market pricing
Coffee Loyalty Card	Buy 9 coffees receive 10th free	\$0.00	\$0.00	\$0.00	\$0.00		Free (zero priced)
Milkshakes		\$5.50	\$5.27	\$0.53	\$5.80	Each	Market pricing
Lunch Specials	Toasted \$0.50 extra including GST	Price subject to daily specials between \$9.50 to \$15.00 including GST					Market pricing

Name	Description	Year 23/24	Year 24/25			Unit	Legislation	Pricing Policy
		Fee (incl. GST)	Fee (excl. GST)	GST	Fee (incl. GST)			

Port Stephens Council Internal Staff Catering [continued]

Salads		Price subject to weekly specials between \$9.50 to \$15.00 including GST				Each		Market pricing
Soup with Bread Roll		\$8.80	\$8.18	\$0.82	\$9.00	Each		Market pricing
Quiche with Salad		\$11.00	\$10.55	\$1.05	\$11.60	Each		Market pricing
Toast – various varieties (white, wholemeal, grain, raisin)	Two (2) slices with butter, vegemite, jam, peanut butter, etc.	\$3.60	\$3.64	\$0.36	\$4.00	Each		Market pricing
Egg & Bacon Roll/Wrap		\$7.60	\$7.27	\$0.73	\$8.00	Each		Market pricing
Lunch Loyalty Card	Buy 9 lunches receive 10th half price	\$0.00	\$0.00	\$0.00	\$0.00			Free (zero priced)

Production Services

Photocopying	A4 - First photocopy of Council owned and controlled documents is GST free if not produced for commercial purposes	\$1.10	\$1.20	\$0.00	\$1.20	Per page		Market pricing
Photocopying	A3 - First photocopy of Council owned and controlled documents is GST free if not produced for commercial purposes	\$1.80	\$1.90	\$0.00	\$1.90	Per page		Market pricing

Property Administration

Duplicate Rate Notice, Invoice, Account etc. (not for receipting purposes)		\$9.30	\$9.80	\$0.00	\$9.80	Per copy	Local Government Act 1993 Section 608	Full cost pricing
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Name	Description	Year 23/24 Fee (incl. GST)	Year 24/25 Fee (excl. GST)	Year 24/25 GST	Year 24/25 Fee (incl. GST)	Unit	Legislation	Pricing Policy
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Property Administration [continued]

Rates Certificate	Provides details of any outstanding rates on a property. Issued within 5 business days of receipt of request	\$100 base fee plus 100% loading for urgent issue within 24 hours/1 business day				Per item	Local Government Act 1993 Section 603	Statutory pricing
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Property Services

Administration Costs

Acquisition of Council land	Administration costs	\$1,545.00	\$1,481.82	\$148.18	\$1,630.00	Per application		Full cost pricing
Other Charges	Eg. survey, legal, valuation, advertising fees, etc.				at cost	Per application		Full cost pricing

Property Information

Property Enquiry	Not applicable to own property	\$18.60	\$19.60	\$0.00	\$19.60	Per property		Full cost pricing
Search fee – property information	Fee plus any archive costs for retrieval and return. Not applicable to own property.	\$92.00	\$97.00	\$0.00	\$97.00	Per hour or part thereof		Full cost pricing

Publications

Books

A History of Port Stephens, Tomaree and Yacaaba	Port Stephens Family History Society Inc.	\$32.00	\$30.91	\$3.09	\$34.00	Each		Market pricing
A History of Tilligerry Peninsula	Port Stephens Family History Society Inc.	\$32.00	\$30.91	\$3.09	\$34.00	Each		Market pricing
Anna Bay Lawn Cemetery CD	Port Stephens Family History Society Inc.	\$32.00	\$30.91	\$3.09	\$34.00	Each		Market pricing
Convicts of the Australian Agricultural Company	Port Stephens Family History Society Inc.	\$43.00	\$41.36	\$4.14	\$45.50	Each		Market pricing

Name	Description	Year 23/24 Fee (incl. GST)	Year 24/25			Unit	Legislation	Pricing Policy
			Fee (excl. GST)	GST	Fee (incl. GST)			

Books [continued]

Henry H Halloran in Port Stephens the Legacy	Yvonne Fraser	\$21.50	\$20.91	\$2.09	\$23.00	Each		Market pricing
Nelson Bay Heritage Walk	Port Stephens Historical Society	\$1.90	\$1.91	\$0.19	\$2.10	Each		Market pricing
Port Stephens – The Ultimate Experience	John Armstrong	\$49.50	\$47.73	\$4.77	\$52.50	Each		Market pricing
Port Stephens Heritage	Cynthia Hunter	\$46.50	\$45.00	\$4.50	\$49.50	Each		Market pricing
Raymond Terrace Pioneer Register	Raymond Terrace & District Historical Society	\$43.00	\$41.36	\$4.14	\$45.50	Each		Market pricing
They Were Here	June Reeks	\$49.50	\$47.73	\$4.77	\$52.50	Each		Market pricing
Inlet Port Stephens – DVD	Port Stephens Family Historical Society Inc.	\$27.00	\$25.91	\$2.59	\$28.50			Market pricing
Bobs Farm Cadre Camp	Port Stephens Family Historical Society Inc.	\$31.50	\$30.45	\$3.05	\$33.50			Full cost pricing

Development Plans

Contribution Plans

Available free on web

Port Stephens Local Infrastructure Contributions Plan		\$98.00	\$103.50	\$0.00	\$103.50	Each		Full cost pricing
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Control Plans

Available free on web

Port Stephens Development Control Plan		\$98.00	\$103.50	\$0.00	\$103.50	Each		Full cost pricing
Port Stephens Local Environmental Plan (Text)		\$98.00	\$103.50	\$0.00	\$103.50	Each		Full cost pricing
Port Stephens Local Environmental Plan (Text and Maps)		\$345.00	\$364.00	\$0.00	\$364.00	Each		Full cost pricing

Name	Description	Year 23/24 Fee (incl. GST)	Year 24/25 Fee (excl. GST)	Year 24/25 GST	Year 24/25 Fee (incl. GST)	Unit	Legislation	Pricing Policy
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Control Plans [continued]

Strategies & Studies		\$98.00	\$103.50	\$0.00	\$103.50	Each		Full cost pricing
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Integrated Plans

Integrated Plans Fee	Plans include Integrated Plans, Resource Strategy Plus postage and handling at cost. Available free on web	\$154.50	\$163.00	\$0.00	\$163.00	Per set		Full cost pricing
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Reports

Reports Fee	Annual Report, End of Term Report, Customer Survey Reports, Fees and Charges Per volume plus postage and handling at cost. Available free on web	\$52.00	\$55.00	\$0.00	\$55.00	Per report		Full cost pricing
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Spatial Services

Maps/Plans

GIS Electronic Files

pdf or jpg format

Standard - AO (1189mm x 841mm)		\$24.00	\$25.50	\$0.00	\$25.50	Per print		Full cost pricing
Standard – A1 (841mm x 594mm)		\$20.50	\$22.00	\$0.00	\$22.00	Per file		Full cost pricing
Standard - A2 (594mm x 420mm)		\$19.40	\$20.50	\$0.00	\$20.50	Per file		Full cost pricing
Standard - A3 (420mm x 297mm)		\$15.00	\$16.00	\$0.00	\$16.00	Per file		Full cost pricing

Name	Description	Year 23/24	Year 24/25			Unit	Legislation	Pricing Policy
		Fee (incl. GST)	Fee (excl. GST)	GST	Fee (incl. GST)			

GIS Electronic Files [continued]

Standard – A4 (210mm x 297mm)		\$14.80	\$15.60	\$0.00	\$15.60	Per file	Full cost pricing
Standard with aerial photograph – AO (1189mm x 841mm)		\$29.50	\$31.50	\$0.00	\$31.50	Per file	Full cost pricing
Standard with aerial photograph - A1 (841mm x 594mm)		\$26.00	\$27.50	\$0.00	\$27.50	Per file	Full cost pricing
Standard with aerial photograph – A2 (594mm x 420mm)		\$25.00	\$26.50	\$0.00	\$26.50	Per file	Full cost pricing
Standard with aerial photograph – A3 (420mm x 297mm)		\$18.60	\$19.60	\$0.00	\$19.60	Per file	Full cost pricing
Standard with aerial photograph – A4 (210mm x 297mm)		\$18.20	\$19.20	\$0.00	\$19.20	Per file	Full cost pricing

GIS Maps Hard Copies

Standard – AO (1189mm x 841mm)		\$39.00	\$41.50	\$0.00	\$41.50	Per print	Full cost pricing
Standard – A1 (841mm x 594mm)		\$34.00	\$36.00	\$0.00	\$36.00	Per print	Full cost pricing
Standard – A2 (594mm x 420mm)		\$32.50	\$34.50	\$0.00	\$34.50	Per print	Full cost pricing
Standard – A3 (420mm x 297mm)		\$25.50	\$27.00	\$0.00	\$27.00	Per print	Full cost pricing
Standard – A4 (210mm x 297mm)		\$14.80	\$15.60	\$0.00	\$15.60	Per print	Full cost pricing
Standard with aerial photograph – AO (1189mm x 841mm)		\$48.00	\$51.00	\$0.00	\$51.00	Per print	Full cost pricing
Standard with aerial photograph – A1 (841mm x 594mm)		\$43.00	\$45.50	\$0.00	\$45.50	Per print	Full cost pricing
Standard with aerial photograph – A2 (594mm x 420mm)		\$40.50	\$43.00	\$0.00	\$43.00	Per print	Full cost pricing
Standard with aerial photograph – A3 (420mm x 297mm)		\$31.00	\$33.00	\$0.00	\$33.00	Per print	Full cost pricing
Standard with aerial photograph – A4 (210mm x 297mm)		\$18.20	\$19.20	\$0.00	\$19.20	Per print	Full cost pricing

Name	Description	Year 23/24 Fee (incl. GST)	Year 24/25 Fee (excl. GST)	Year 24/25 GST Fee (incl. GST)	Unit	Legislation	Pricing Policy
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Miscellaneous

Seniors, students, registered charities		50% of scheduled fee, subject to production of proof of status					Partial cost pricing
Spatial services	All prices include 15 minutes labour cost	Maps requiring additional customisation will be charged at \$10 per 15 minutes after the initial 15 minutes, and per 15 minutes thereafter					Full cost pricing



PORT STEPHENS
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